

**Minutes of the Community Care Committee meeting held on Wednesday 13 April 2016
at 11:30a.m.**

Present: H M Smith (HMS) (Vice Chair), D Stirrups (DS) (Chair), T Ebbon (TE), Warden,
Community Care Scheme, S Corder (SC), Assistant Clerk

1. Apologies for absence

D Burch (DB) – personal

2. Declarations of interest and dispensations

None received.

3. Approval of the Minutes of the Community Care meeting held on 13 January 2016

It was proposed by DS and seconded by HMS that the minutes of the meeting be approved and signed as a true record.

4. Mobile Warden Scheme Update – Report from Tracey

TE tabled her report and gave an update on her clients.

Review Protection of Vulnerable Adults Policy

The policy was reviewed and no amendments made. The policy was accepted by DS and seconded by HMS. It was AGREED that the policy should be reviewed in 2 years' time (April 2018) or if there are any changes in legislation.

5. Discussion paper on the work of the Community Care Warden

DS had put together a discussion document on the role of the Community Care Warden.

TE's appraisal went well. It was noted that TE is doing more hours than she is being paid for as the work is more time consuming. TE needs an extra hour a day to cover this. DS and HMS AGREED to this as it is a support that cannot really be withdrawn. DS suggested that any further referrals via the doctor be passed via the Parish Office in the first instance so as to check on the needs of the client and whether this falls into TE's responsibilities.

TE mentioned that her clients do not have a copy of her list of duties that she carries out. TE does not have a copy. DS has put together a list of jobs that TE can carry out. DS to put this before the Parish Council at the next meeting to decide if it is a policy change. If so, TE job description would need to be reviewed. HMS suggested that TE contact Age UK to see what they charge and what duties they carry out and provide information for the parish council meeting. HMS would ask the organiser of the Melbourn scheme for similar information. The Committee wished to thank DS for putting together this document.

6. Barnabas Court Update

TE reported that there was nothing to report.

7. Any Other Business

It was AGREED (Proposed by DS and Seconded by HMS) [Section 1(2) Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public at 12.20pm. owing to the sensitive nature of the business to be transacted.

A matter was discussed concerning a Community Care client.

The meeting re-opened at 12.30p.m.

8. Date of Next Meeting

14 September 2016

The meeting closed at 12.35p.m.

Signed: Dated:

DRAFT